

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name DCF	9. Position Number K0226806	10. Budget Program Number
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Applications Development Supervisor	
3. Division ITS	12. Proposed Class Title N/A	
4. Section Application Development	13. Allocation	
5. Unit Application Development PPS , EES, Ops, Personnel Services & IT	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee	15. By Approved	
7. (Circle appropriate time) Full Time X Perm Inter Part Time Temp %	16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM AM/PM To: 5:00 PM AM/PM	17. Position Reviews Date: By:	

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

Applications Development Supervisor:

This position is supervisory work in information systems analysis and application development. Work involves understanding, reviewing and evaluating the work of subordinates, implementing policies regarding budget, staffing levels, and quality standards. Ensures work standards are maintained. Defines and plans applications to meet project objectives. Performs as a first line supervisor responsible for the performance of subordinate employees and provides status reports on the activities of the assigned unit.

This position is responsible for supervising the work of developers in information systems analysis and application development. It involves supervising staff, work planning and participating in the analysis, design, development, testing, debugging, documentation, maintenance of, and enhancements to Department for Children and Families computer application systems, using software development life cycle and industry best practices. These systems include, but are not limited to, Prevention & Protection Services systems (e.g. new FACTS, SCRIPTS, KIDS, CWCBS, WKRP), ITS systems (e.g. the EAS application), Personnel Services Systems systems (e.g OrgPublisher), Operations/Audits systems (e.g. Grants & Contracts/Procurements/ATM and PARTS) and DCF statewide systems (e.g. Customer Service, County Packets).

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

N/A

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Kathy Cox

Title: Applications Development Director

Position Number: K0217976

Who evaluates the work of an incumbent in this position.

Name: Kathy Cox

Title: Applications Development Director

Position Number: K0217976

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

- a) Employee has considerable latitude in developing goals and in setting progress and project deadlines to meet business goals and outcomes
- b) Assignments are given in the form of overall objectives for business outcomes
- c) Assignments are given by the director of applications development via written communication, verbal communication and in status sessions held.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
- (X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- () Major program failure, major property loss, or serious injury of incapacitation.
- () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E O R M	
1	40	E	This position is responsible for managing the application development groups for PPS, EES, PS, Ops and ITS. Deliver work that is on time, within budget and that meets the business area deliverables agreed upon in the business gathering phase of the work efforts. Assist in creating a strategic direction for the business areas above... planning, designing, implementing and providing a road map for services to come.
2	30	E	Work with the business areas, and IT (ba's, testers, infrastructure) to create and set the strategic direction (road map) for the IT systems in support of DCF. Prioritize and manage the execution of the project and work requests. Support with the resources allocated to the area. Lead any staff augmentation efforts. Ensure essential services are maintained and quality support is provided.
3	20	E	Provide leadership, direction and guidance to associates in her area as needed, but no less than quarterly. Prepare reviews and evaluate work of subordinates and prepare HR performance reports. Confer with and advise staff in administrative policies and procedures, technical problems, priorities and methods. Complete timesheets, update work plans and attend staff meetings. Grow staff to adequately support the systems supported as well as providing growth opportunities thru training that is available and within budget.
4	10	E	Participate in department meetings and is responsible for success of all projects in the applications development area. This responsibility will help promote the sharing of resources when necessary and when it is in the best interest of ITS or the DCF agency.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

1. The business area's ability to perform their functions may be compromised. System support and requested enhancements will not get completed according to best practices including timeliness, meeting the business area needs, budget and quality.
2. Development of associates and future area leaders (ie...staff development) will be compromised.
3. Same consequences as for # 1 & 2 except at an agency level rather than a business area.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
(X) Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title	Position/KIPPS Number
System Software Analyst II	K0073034
System Software Analyst II	K0102866
Application Developer II	K0056088
Application Developer III	K0204816
Application Developer III	K0061649
Application Developer III	K0064750
Application Developer III	K0075177
Application Developer III	K0177691
Application Developer III	K0150655 (Grady's when he comes back from KEES)

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Who	How Often	Purpose
Staff Developers	Daily	Work assignments & status
Fellow supervisors	As needed	Support and collaboration
Director	2-3 times/week	Status updates
Other ITS Staff	As needed	Collaboration
Developers/Tools/DBA Group/ Server team/Security/etc...		
Project Management Group	As needed	Coordinate projects (status)
Business Analyst Group	As needed	Coordination of project, work requests, and clarification on business requirements
Testing Group	As needed	Coordination of project, work requests status and clarification on testing schedules
Business Users	Monthly & as needed	(With Business Analyst) to get clarification on business requirements & priorities
Vendors/Contractors	As needed	Coordination of project, work requests, hardware, software evaluation, etc.
Federal partners	As needed	Coordination of project, work requests, status and clarification on business requirements.

25. What hazards, risks or discomforts exist on the job or in the work environment?

None

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily use of Laptop, Printer/Copier

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Bachelor's degree in computer science or related field and five years experience in information systems and analysis or seven years experience in information systems and analysis. Additional experience in the area listed above may be substituted for required education as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

None

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

Good skills in organization and work load management. Effective written and oral communications in order to establish and maintain good rapport with field and agency staff for effective and timely problem identification and resolution of problems.

C. List preferred education or experience that may be used to screen applicants.

Graduation from an accredited four-year college or university with major course work in Computer Science, Mathematics, Business Administration or a related field is preferred. One to two years of supervisory experience of IT development staff. . Knowledge/experience of programming languages and data bases such as Java, C+, .Net, Cool:Gen, Natural, COBOL on an mainframe operating system with JCL as the job control language and data bases such as DB2 ADABAS, SQL, Oracle. Work experience in an Information Technology environment is a plus.

- Minimum three to five years' work experience at an advanced level in programming, system/program analysis and systems/database design.
- Work experience in an Information Technology data processing environment.
- Course work or experience in following languages: CA:Gen (COOL:Gen), COBOL, CICS, JAVA, .net, C+, Natural
- Course work or experience in following
- Work experience in Mainframe CA Gen (COOL:Gen).
- Work experience developing and maintaining JAVA applications.
- Experience with DB2/SQL Server or similar relational database.
- Experience developing with and using Host Application Transformation Services (HATS).
- Experience supporting batch processes/schedules.
- Experience at leading others in medium to large (> 6 months of effort) applications programming, systems analysis and design work efforts.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

None

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

None

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date